

**FYI****TOWN OF ACTON**

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**Planning Department****INTERDEPARTMENTAL COMMUNICATION**

**To:** Don Johnson, Town Manager **Date:** June 22, 2006  
**From:** Kristin K. Alexander, AICP, Assistant Town Planner *KKA*  
**Subject:** 25 Westford Lane Site Plan Special Permit, # 01/22/98-361 Amendment

I have reviewed the 25 Westford Lane Site Plan Special Permit amendment application and have the following comments:

1. The Existing Conditions Plan doesn't match conditions in the field. For example, much of the curbing and all of the parking lot islands shown on the Plan don't exist onsite.
  2. Some of the parking lot is currently being used for storing construction equipment, materials, etc. Will at least 26 parking spaces (the minimum required under the Zoning Bylaw) be made available for vehicle parking if the project is approved as amended?
  3. The walkway leading to the proposed office building does not appear to be handicap accessible since there is curbing in front of it.
  4. It is unclear on the proposed trade shop building floor plans if (1) the overhead doors will be located facing the driveway/parking lot, and (2) each shop space will have a separate entrance/exit door to the outside. Please clarify. Each shop space should have a separate door (not only an overhead door) so people do not have to use the overhead door(s) every time they want to enter or exit the unit.
  5. Walkways or some type of paved access area should be installed leading to all doors of the proposed trade shop building so people can enter and exit the building with ease.
  6. The floor plans do not show windows in the proposed trade shop building. If no windows are proposed, it could create a security/safety problem. There is no way for people inside the building to know what is occurring outside the building without having the doors open. At least one window should be placed in each of the units (either in the outside wall or a door).
- Is additional outdoor lighting proposed for the site? All outdoor lighting should comply with Zoning Bylaw Section 10.6

cc Garry Rhodes, Building Commissioner  
Planning Board